

# CHAPTER 340 DEPARTMENT OF EMPLOYEE RELATIONS

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**340-1. Department Established.** There is created a department of employee relations, under the supervision of a director of employee relations, with the following responsibilities:

1. Employee benefits administration, including but not limited to health benefits programs for city employees, workers' compensation, injury pay, social security and group life insurance, unless otherwise provided by law or contract.

2. Employee safety.

3. Labor relations.

4. Personnel administration, including providing staff support to the city service commission.

5. Providing staff support to the equal rights commission.

6. Providing staff support to the fire and police commission.

**340-7. Personnel.** The employee benefits manager, who is the equivalent to the employee benefits administrator under s. 62.51, Wis. Stats., shall be subject to the direction and control of the director of employee relations.

**340-9. Records.** The director of employee relations shall be the authority, as defined in s. 19.32(1), Wis. Stats., for records of the director's office. Each division director in the department of employee relations shall be the authority, as defined in s. 19.32(1), Wis. Stats., for records of their respective division.

## **340-11. Division of Labor Relations.**

1. DIVISION CREATED. There is created a division of labor relations in the department of employee relations under the direction and control of the labor negotiator. Such division of labor relations shall be responsible for all labor negotiations between the city and its employees under s. 111.70, Wis. Stats., and such other labor matters as may be related to the subject matter of that section.

3. RELATIONSHIP TO COMMON COUNCIL. The labor negotiator shall perform his or her duties in close liaison with both the common council and the finance and personnel committees.

4. DEPARTMENTAL COOPERATION. Every department of city government shall cooperate with the labor negotiator to the end that he may discharge his duties and responsibilities as contemplated by this section; departments are directed to cooperate fully with the labor negotiator in this purpose.

**340-21. Central Safety Committee.** 1. There is created a central safety committee, which is attached to the department of employee relations. The committee shall consist of members, and their alternates, if any, who shall be appointed by the following department heads:

	Number of Representatives
a. Administration	1
b. Assessor's office	1
c. City attorney	1
d. City development	1
e. Employee relations	1
f. Fire	2
g. Harbor commission	1
h. Health	1
i. Library	1
j. Neighborhood services	1
k. Police	1
L. Public works	9

2. The central safety committee may include, on an as-needed-basis, ad hoc members with expertise in certain safety-related areas.

3. The chairperson of the central safety committee shall be appointed by the director of employee relations.

### **340-23 Department of Employee Relations**

**340-23. Employee Safety.** The department of employee relations shall:

1. Develop a city-wide employee accident prevention and control program for all departments and agencies under control of the common council.

2. Submit to the mayor and common council not later than February 20, and each quarter thereafter, an analysis of the employee accident and severity rates for all city departments and agencies as of the quarter ending the first day of the preceding month. The department shall include in such report, and at any intervening interval, recommendations on appropriate action necessary or advisable to be taken by the various departments, boards, commissions or agencies or by the mayor and common council to reduce such rates and to keep expenditures from the worker's compensation fund to the minimum.

3. Recommend at appropriate times:

a. Safety devices and practices to be used by departments and agencies under control of the common council.

b. Employee safety education programs.

c. Standards on which safety devices such as safety prescription glasses will be authorized.

4. Prepare the annual budget request for various commonly used safety devices as part of the department's total annual budget request.

**Department of Employee Relations 340-(HISTORY)**

**LEGISLATIVE HISTORY  
CHAPTER 340**

Abbreviations:

am = amended  
cr = created

ra = renumbered and amended  
rc = repealed and recreated

m = renumbered  
rp = repealed

<u>Section</u>	<u>Action</u>	<u>File</u>	<u>Passed</u>	<u>Effective</u>
ch. 340	cr	881143	10/11/88	12/25/88
340-1-0	am	892173	3/20/90	4/7/90
340-1-2	am	891615	12/19/89	1/13/90
340-1-5	cr	020593	11/8/2002	1/1/2003
340-1-6	cr	020593	11/8/2002	1/1/2003
340-3	rp	892173	3/20/90	4/7/90
340-5	rp	892173	3/20/90	4/7/90
340-7	am	901415	12/21/90	1/12/91
340-7	am	911321	12/20/91	1/14/92
340-7	am	001458	2/27/2001	3/16/2001
340-11	m from 2-275	881930	3/7/89	3/25/89
340-21	m from 2-196.2	881930	3/7/89	3/25/89
340-21-1	rc	920837	9/17/92	10/6/92
340-21-1	rc	930451	7/27/93	8/13/93
340-21-1	rc	951008	12/19/95	1/13/96
340-21-1-c	am (m to 340-21-1-j)	980963	12/18/98	1/1/99
340-21-2	cr	920837	9/17/92	10/6/92
340-21-3	cr	920837	9/17/92	10/6/92
340-23	m from 2-196.5	881930	3/7/89	3/25/89
340-23	rc	891615	12/19/89	1/13/90
340-23-5	rp	920837	9/17/92	10/6/92
340-25	m from 312-25	891615	12/19/89	1/13/90
340-25	m from 2-122.7	881930	3/7/89	3/25/89
340-25	rc	891292	10/31/89	11/18/89

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